

## EXHIBIT 3A-1

### HOMEBUYER ASSISTANCE CHECKLIST (No Rehabilitation)

#### Admin Manual Exhibit

#### **SUBMIT WITH SET-UP REPORT:**

- |   |      |
|---|------|
| <input type="checkbox"/> Homebuyer Set Up and Completion Form                               | 3-K  |
| <input type="checkbox"/> Site-specific Environmental Review Checklist (original signatures) | 2M-1 |
| <input type="checkbox"/> An appraisal (Uniform Appraisal Report only)                       | --   |
| <input type="checkbox"/> LBP Notification Documentation (signature page only)               | 2V-i |

#### **SUBMIT WITH PAYMENT REQUEST:**

- |  |     |
|--|-----|
| <input type="checkbox"/> Request for Payment Form (all sections)             | 3-E |
| <input type="checkbox"/> Project Progress Report (signed by Grantee)         | 3-J |
| <input type="checkbox"/> Summary of Project Expenditures (signed by Grantee) | 3-F |
| <input type="checkbox"/> Match Documentation                                 | --  |

#### **SUBMIT WITH COMPLETION REPORT:**

- |   |      |
|---|------|
| <input type="checkbox"/> Homebuyer Set Up and Completion Form                               | 3-K  |
| <input type="checkbox"/> Certification of homebuyer's participation in homebuyer counseling | --   |
| <input type="checkbox"/> Settlement Statement (clearly identifying HOME funds used)         | --   |
| <input type="checkbox"/> Recorded Deed Restriction Agreement (first and last pages only)    | 7-H  |
| <input type="checkbox"/> Voluntary Acquisition Agreement (signed by Seller)                 | 6A-i |
| <input type="checkbox"/> Final Income Verification  | 7-I  |

#### **RETAIN IN CLIENT FILES:**

- |  |    |
|--|----|
| <input type="checkbox"/> All of the above Set-up and Completion documentation      | -- |
| <input type="checkbox"/> Program application                                       | -- |
| <input type="checkbox"/> Income verification with source documents                 | -- |
| <input type="checkbox"/> Housing Inspection Form                                   | -- |
| <input type="checkbox"/> Certificate of Occupancy (new construction projects only) | -- |

#### **RETAIN IN HOME PROJECT FILES:**

- |  |    |
|--|----|
| <input type="checkbox"/> Support documentation for project and administrative expenditures | -- |
| <input type="checkbox"/> Match documentation   | -- |

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

**Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.**